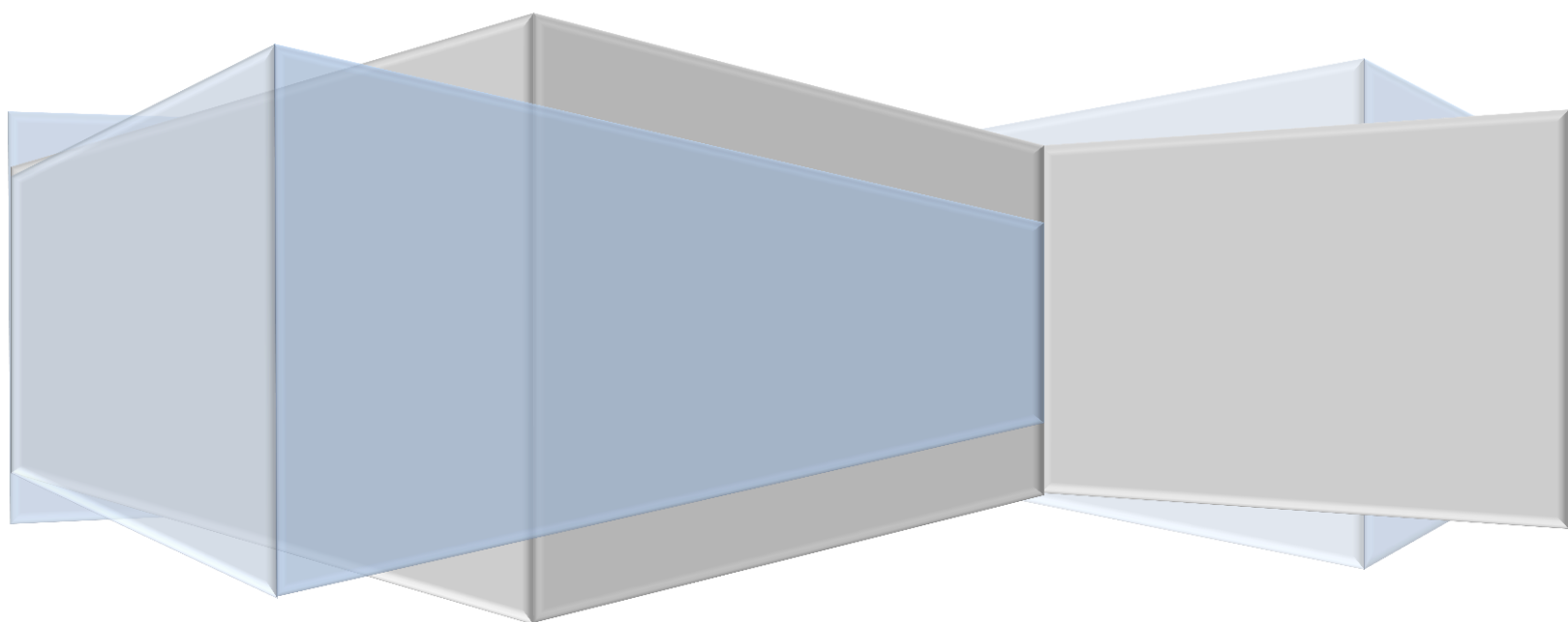


# **Duties of Executive Committee Members (EC)**

Islamic Society of Darwin



Islamic Society of Darwin Executive Committee (EC)  
Duties and Responsibilities

**Preferable Qualifications for all members of the Executive Committee:**

- Must be practicing Muslim, with practical knowledge of Qur'an & Sunnah.
  - Must be free from visible cardinal sins as described in the Qur'an and Sunnah.
  - Must be a member of the Society
  - Must be fluent in oral and written communication in English and preferably one other language.
  - Must be a respected member of the community.
  - Must be regular for all congregational prayers, at least for Maghreb, Isha, Jumu'aha and Eidain.
  - Must have a vision for the Ummah and the Darwin Muslim community
  - Must dress modestly in accordance with the Qur'an and Sunnah
- The seriousness of the position, what each position exactly entails, and the responsibility to Allah (SWT) that each candidate will have after accepting a position.

*The Prophet (saw) invited us and we took the oath of allegiance, the oath to obey him in willingness as well as unwillingness, in difficulty as well as in easiness, and (to be) above our selfishness and that we would not challenge the authority of its rightful holders unless we saw clear kufr for which you have proof from Allah (swt). Narrated by Ubadah bin as-Samit as an authentic tradition*

*O Abdur Rahman bin Samarah, never ask for leadership, for if you were given it on asking, you are lost to it. If you are given it without asking you are helped with it. Narrated by Abdur Rahman bin Samarah as an authentic tradition.*

*I and two of my cousins came to the Prophet (SAW), one of them said, "O Prophet of Allah appoint to us some office entrusted to you by Allah. The other one also said something similar to this. The Prophet(saw) replied, "By God, we will never entrust this job to one who asks for it or aspires to it." Narrated by Musa al-Ashari an authentic tradition.*

**The Structure of the Executive Committee (EC)**

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Public Officer
6. Women's Affairs
7. Education Officer
8. Dawah /Events
9. Youth Affairs
10. Property Manager
11. Maintenance Manager

Islamic Society of Darwin Executive Committee (EC)  
Duties and Responsibilities

**Portfolio: IMAM / Muezzin / Kateeb / Quran Teacher**

- In the event of a dispute concerning a matter of religious purpose, the congregation shall acquire a ruling over matters falling under the definition of "Religious Activity" from the appointed Imam at Darwin Mosque.
- The All employees reports to the Ex-Co and/or ISD Board of Trustees'
- The Employees is expected to fully cooperate with the Ex-Co and establish close working relations with them.
- The expected duties of the employees are outlined in the contracts with ISD.

Islamic Society of Darwin Executive Committee (EC)  
Duties and Responsibilities

**Portfolio: President**

**Name:**

**Summary:** The President is the head of the Society and his main role is to coordinate, facilitate, manage, monitor and direct all the affairs of the community. He/she will be responsible for most external correspondence and internal correspondence with community seniors. He/she will also be the chief mediator in case of internal or external disputes.

- Act as the director of the Masjid/Center.
- Preside over the Quarterly, Special, and Annual General meetings of the Society.
- Preside over meetings of the Executive Committee
- Monitor the activities of the Executive Committee members and their sub-committees to ensure that that the Society affairs are run in accordance with the Qur'an and Sunnah.
- Uphold and expound the Qur'an and Sunnah by exhorting to good actions and forbidding bad ones.
- Not allow the leadership and/or the community of the Masjid to become fractured, ineffective, or infiltrated by those who are not enjoining right and forbidding wrong.
- Take a leadership role in organizing all activities of the Society and planning for the future growth of the community and its services.
- Make all attempts to foster Iman and Taqwa in the community.
- Organize Dawah work among Muslims and non-Muslims.
- Serve as a Judge as a mediator in external and internal affairs of the Society
- Act as the spokesman, representative, correspondent, and coordinator for the Society in external activities.
- Make sure that the Islamic educational institutions under the aegis of the Society and all other educational programs maintain a correct Islamic environment, policies, procedures, and academic content.
- Oversee the programs, administration, and hiring at the Islamic educational institutions under the aegis of the Society with the Education Affairs officer.
- Arrange for classes as necessary in tafseer, hadith, Qur'an, Fiqh, etc. for the benefit of the community (Men, women, and children) and to designate qualified individuals to teach such subjects in coordination with the Imam and Educational Affairs officer.,
- Endeavor to connect the Masaajid in this area, around the country, and around the world to form a unified leadership structure and community.
- Prepare or otherwise delegate the making of community newsletters and supervise their distribution
- Updating the websites and uploading all related content pertaining to the mosque
- To perform any other duty, or take up another portfolio, as determined by the Executive Committee from time to time.

Islamic Society of Darwin Executive Committee (EC)  
Duties and Responsibilities

**Portfolio: Vice-President**

**Name:**

- Assisting the President in all his/her activities.
- Performing all the functions of the President in his/her absence, with exception to those decisions which mandate the President's presence.
- To perform any other duty, or take up another portfolio, as determined by the Executive Committee from time to time.
- Responsible for the Friday Khutbah schedules in coordination with the Imam.
- Collecting feedback from the suggestion box on a fortnightly basis and presenting the concerns to the Executive Committee.

Islamic Society of Darwin Executive Committee (EC)  
Duties and Responsibilities

**Portfolio: Secretary**

**Name:**

- Prepare notices of important events in the community
- Coordinate the official internal and external correspondence of the Executive Committee as well as that of the Society
- Ensure minutes of all proceedings of general meetings and of committee meetings are kept and published on a timely and regular basis
- Maintain the register of Society members
- Keep a database of volunteers for various functions of the Society.
- Have custody of all books, documents, records and registers of the Society, other than those required to be in the custody of the Treasurer
- Perform any other duties as determined by the Executive Committee from time to time.
- Prepare or delegate the making, updating and distribution of community events calendar
- Must actively look and apply for grants for the benefit of the Community

Islamic Society of Darwin Executive Committee (EC)  
Duties and Responsibilities

**Portfolio: Treasurer**

**Name:**

- Receive all moneys paid to or received by the Society and issue receipts for those moneys in the name of the Society
- Pay all moneys received into the account of the Society within 5 working days after receipt;
- make any payments authorised by the Committee or by a general meeting of the Society from the Society's funds
- Ensure cheques are signed by him or her and at least one other committee member, or by any 2 other committee members authorised by the Committee.
- The Treasurer must ensure the accounting records of the Society are kept in accordance with section 41 of the Act.
- The Treasurer must coordinate the preparation of the Society's annual statement of accounts.
- If directed to do so by the President, the Treasurer must submit to the Committee a report, balance sheet or financial statement in accordance with that direction.
- The Treasurer has custody of all securities, books and documents of a financial nature and accounting records of the Society unless the members resolve otherwise at a general meeting.
- The Treasurer must perform any other duties as decided by the committee from time to time.
- Coordinate and arrange for Food Bazaars
- Maintain Janaza supplies, funeral home, and cemetery arrangements for the preparation and burial of the Janaza. Including the training of men and women to perform the procedure correctly in conjunction with the Religious leader or his designee.

Islamic Society of Darwin Executive Committee (EC)  
Duties and Responsibilities

**Portfolio: Public officer**

**Name:**

- The public officer must ensure that documents are filed with the Commissioner of Consumer Affairs in accordance with sections 23, 28 and 45 of the Act.
- The public officer must liaise with the government as when needed and as requested by the EC
- Must actively look and apply for grants for the benefit of the Community
- The public officer must keep a current copy of the Constitution of the Society.
- Must actively look and apply for grants for the benefit of the Community



Islamic Society of Darwin Executive Committee (EC)  
Duties and Responsibilities

**Portfolio: Women's Affairs**

**Name:**

- Form and chair the Women's Affairs Committee.
- Oversee the set up activities, programs, and services for the women.
- Women's Services: Arrange for the following women's services:
  1. Women's Counseling, including but not limited to searching for volunteers who can counsel Muslim women who may be having problems at home or work
  2. Women's Outreach including but not limited to programs, lectures, telephone conferences to encourage women to come to the Masjid and to be a part of the activities of the community.
- Be responsible for any other matter that concerns the women of the community.

Islamic Society of Darwin Executive Committee (EC)  
Duties and Responsibilities

**Portfolio: Education Officer**

**Name:**

- Coordinate with the Volunteer's & Teachers of the Islamic educational institutions under the aegis of the society
- Report back to the EC the state of these institutions
- Pass on the suggestion of the EC to the managements of these institutions
- Be responsible for any other affairs related to these institutions
- Be responsible for promotion, organization, expansions and connection of the Islamic Library
- Prepare policies, code of conduct and other related documents for govern the society
- Organize recreation activities for community
- Assist Dawah & Youth activities
- Be responsible for any press releases and other media activities
- Assisting in publication of AZAN Newsletter

Islamic Society of Darwin Executive Committee (EC)  
Duties and Responsibilities

**Portfolio: Dawah /Events**

**Name:**

- Form and chair the Dawah Committee
- Be responsible for arranging Dawah events (i.e. lectures, debates, open houses, etc.) in consultation with the Religious leader (Imam) for the benefit of Muslims and non-Muslims.
- Establish and maintain an “Ansaar” program for new Muslims. The Ansaar program will consist of volunteers from the community who will be assigned to assist new Muslims in learning the deen and joining the community programs and activities.
- Be responsible for any other Dawah activity or service needed by the Society or its members that is approved by the President.
- Be responsible and head the team for the organization of Islamic Awareness weeks and open days
- Coordinate and establish relations with other da’wah and other non-Islamic religious organizations
- Facilitate hajjis
- Be responsible for any other Dawah activity or service needed by the Society or its members that is approved by the President
- Coordinate and establish relations with other da’wah and other non-Islamic religious organizations
- Establish and maintain an update directory of all Muslim businesses, service providers, and Islamic Centers. This directory can be web or print based and accessible to the community members.

Islamic Society of Darwin Executive Committee (EC)  
Duties and Responsibilities

**Portfolio: Youth Affairs**

- Form and chair the Youth Affairs Committee.
- Oversee the set up activities, services, and programs for the youth of the Society.
- Act as a liaison between the youth, other state level, national and international youth groups and the EC
- Arrange for the following youth services:
  - Youth Advocacy , including but not limited to helping students to get a prayer area at their school or college, defend youth who want to leave school for Jumuah, or young women who want to wear Hijab to school
  - Youth Counseling including but not limited to searching for volunteers who can counsel or mentor Muslim youth who may be having problems at home or in school
  - Youth Outreach including but not limited to programs, lectures, camps, etc. to encourage youth to come to the Masjid and adopt positive role models from the community
  - Youth Support including but not limited to after school programs, homework help, after school care, etc.
- Be responsible for implementing and overseeing any Leadership Programs.
- Be responsible for any other youth related activities and services.

Islamic Society of Darwin Executive Committee (EC)  
Duties and Responsibilities

**Portfolio: Property Manager**

**Name:**

- Oversee the rental of the Masjid hall or other Masjid facilities
- Taking care of caretakers, Imam, AMC Office & Jamat accommodations related issues including, but not limited to, maintenance and resident conflicts.
- Ensuring the presence of security and safety of the congregants.
- Documenting incidents that occur at the mosque.
- Upholding the security protocol and the property management manual.
- Coordinating with the Maintenance Manager on all facility related repair, maintenance, and improvements tasks.
- Oversee the securing the facilities through cameras, locks, alarm systems.
- Carry out regular inspections and routine preventative maintenance of the property in consultation with qualified inspectors, contractors, and engineers etc.
- All internal announcement affairs
- Parking

Islamic Society of Darwin Executive Committee (EC)  
Duties and Responsibilities

**Portfolio: Maintenance Manager**

**Name:**

- Creating a welcoming environment and setting a friendly tone for the mosque.
- Establishes and coordinates food bazar at the mosque.
- Recommend landscape, construction, repair, demolition, or any other related changes of the Society properties to the President including the reasons for such recommendation with at least three (3) quotes from qualified contractors for the proposed work.
- Liaise with cleaning company to oversee masjid cleanliness with support from Property Manager.
- Be responsible for any other matter pertaining to the facilities and their proper management.
- Accommodating congregants with disabilities, and facilitating their needs within the capacity of the mosque.
- Organizing and coordinating the Ramadan Iftaars.
- Upgrading of playgrounds and lawns in masjid grounds
- Manage the audio/video systems
- Form and chair the sub Committee for maintenance.
- Supervise the maintenance of the physical arrangements of all of the masjid premises
- Oversee the janitorial service for all facilities
- Be responsible for any other matter pertaining to the maintenance